MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is <u>required</u> in order for an employee to perform the duties of their <u>current</u> work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.

ORGANIZATION					
Airspace Systems Programs Office (ASPO)					
EMPLOYEE NAME					
TRAINING REQUIRED	**TRAINING METHOD**	**WHEN REQUIRED**	**DURATION**	**RENEWAL DATE (IF APPLICABLE)**	**SUPERVISOR SIGN/DATE UPON COMPLETION**
ALL EMPLOYEES					
LMS Policy Manual	OJT	Immediate	1 hour	N/A	
ASPO Organizational Unit Plan	OJT	Immediate	30 minutes	N/A	
LMS Center Procedures	OJT	Within first month	1 hour	N/A	
Meeting Maker Calendar System	OJT	Immediate	30 minutes	N/A	
Eudora	OJT	Immediate	30 minutes	N/A	
WebTADS	Classroom	Upon EOD	3 hours	N/A	
Travel Manager	Classroom/CBT	Upon EOD	4 hours	N/A	
Attendance and Leave Procedures: LMS-CP-3312/LAPD 3630.3	OJT	Upon EOD	30 minutes	N/A	
Center Emergency Plan: LAPG 1046.1	OJT	Upon EOD	30 minutes	N/A	
IT Security Awareness Training	SOLAR Web Site	Upon EOD	30 minutes	Annually	
Government Ethics: **Financial Disclosure filers only**	Class/web-based	Within first year	1-2 hours	Annually	
Overview of NPR 7120.5 NASA Program and Project Management Requirements	OJT	Within first month	8 hours	As document is updated.	

PROGRAM ANALYSTS					
IFMP Business Warehouse and SAP	Classroom and OJT	Immediate	40 hours	N/A	
Conducting a Risk Assessment and Preparing the IT Security Plan: LMS-CP-5517	OJT	Upon designation	30 minutes	N/A	
CLERICAL SUPPORT					
Preparation and Input of Weekly Key Activities	OJT	Upon EOD	30 minutes	N/A	
LaRC Travel Procedures: LMS-CP-3309, LMS-CP-3311, and LMS-CP-0012	OJT	Upon EOD	30 minutes	N/A	
Procurement Purchase Card: LMS-CP-4540	OJT	Prior to card issuance	30 minutes	N/A	
ORGANIZATIONAL UNIT MANAGER (OUM)					
Agency and Center Strategic Planning and Implementation Documents	OJT	Upon EOD	1 hour	N/A	
Quarterly Management Review and Annual Management Review: LMS-CP-0009 and LMS-CP-0002	OJT	Upon EOD	1 hour	N/A	
SUPERVISORS					
Performance Planning and Appraisal Process	OJT	Upon EOD	30 minutes	N/A	
Identification and Recording of Required/Mandatory Training: LMS-CP-4309	OJT	Upon EOD	30 minutes	N/A	